

Health & Safety Policy

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Tradestaff is committed to:

- The Health, Safety, and Wellbeing of all workers in our offices and our clients' sites.
- Our first **Cog of Commitment**: 'All Workers have the Right to Come to Work Expecting to Return Home Uninjured' is the driving principle of all our processes, procedures, and culture.
- The protection of our workers, and others they work with, from injury or illness, along with their mental well-being. The protection of these things will be at the core of all our standard operating procedures and be fully integrated into all business decisions.
- Continuous improvement in Health, Safety and Wellbeing delivered by working closely with our clients to comply with the current Health and Safety legislation, safe operating procedures, codes of practices and guidelines.

We have the following objectives:

- To create a strong and collaborative Health & Safety culture where all stakeholders are engaged and interested in the best Health, Safety and Wellbeing outcomes.
- To make Tradestaff an industry leader in Health, Safety and Wellbeing and looking after our workers.
- To reduce the number of incidents and injuries to our workers.
- To ensure Tradestaff has the most appropriate worker for the job, who are work fit and competent to do the work, they are sent to do, with clients who respect and look after them.

Management Responsibilities:

To meet these objectives Management will:

- Support a culture where our workers can report any unsafe acts or behaviours without fear of reprisal.
- Ensure all internal employees understand the total integration of Health, Safety and Wellbeing into our Standard Operating processes and decisions.
- Provide an environment where our workers are encouraged to participate in Health, Safety and Wellbeing and creating safer, healthier workplaces.
- Support safety and wellbeing initiatives aimed at the preventive of workplace incidents, injuries, and illnesses, and that promote mental wellbeing.
- Provide appropriate processes and training around workplace safety and health hazards.
- Provide suitable processes and training to ensure all workplace incidents are reported and recorded effectively and efficiently.
- Participate in the development of all Health, Safety and Wellbeing policies and procedures.

Worker Responsibilities:

Our workers play a vital role in maintaining a safe and healthy workplace by:

- Following all work health and safety policies and procedures of both Tradestaff and the Client.
- Correctly use any personal protective equipment, safety devices, information, and training provided to them.
- Reporting to Tradestaff any variation in tasks, work duties, or any other aspect of their work.
- Reporting all incidents, including unsafe work practices, risks/hazards, near hits, injuries, pain and/or discomfort as soon as possible.
- Being actively involved with Health and Safety while working for Tradestaff.

The Health and Safety Committee:

The Health and Safety committee is responsible to ensure our standard operating procedures are relevant, practical, and support best practice Health, Safety and Wellbeing. As this policy is a living document, it will be reviewed regularly by the Committee and amended following any operational, legislative, or best practice changes.

Signed:



Date: 30 July 2022

Position: General Manager

Review Date: 30 July 2024